

ARIZONA CRIMINAL JUSTICE COMMISSION
1110 W Washington, Suite 230, Phoenix, AZ 85007

DRUG PROGRAM GRANTS COORDINATOR

(This position is not covered by the State Merit System)

Open/Close Dates: August 2, 2010 – August 22, 2010
Salary Range: \$45,000 - \$50, 000 Location: Phoenix Grade: 20

The Arizona Criminal Justice Commission (ACJC) has an opening available for a Drug Program Grants Coordinator in our **Drug, Gang and Violent Crime Program**. This is a permanent full-time position with great benefits, an ideal work environment that includes free covered parking, front door access to public transit, and an on-campus cafeteria.

Purpose/Objective

This position will have responsibility for grant monitoring, federal and state reporting, and program oversight of agencies that receive grant funding.

Essential Duties and Responsibilities

- Developing grant program reporting criteria
- Composing complex federal and state grant applications
- Completing reports to federal and state agencies
- Composing rules for proper grant management
- Monitoring and reporting on the progress of numerous programs by conducting on-site program field audits
- Provide grant training and assistance to sub-grantees
- Collects and compiles annual performance reports and financial quarterly reports from grant recipients
- Advises grant recipients on requirements and compliance with state and federal laws and rules

Key Competencies

- Ability to set clear objectives and measures; monitors process, progress and results
- Organizes resources to complete all tasks; can orchestrate multiple activities at once to accomplish goals
- An effective planner who accurately scopes out the length and difficulty of projects; completing work within established timelines

Knowledge, Skills and Abilities:

- Knowledge of federal and state grant rules and regulations
- Knowledge of grant management, collection and analysis of activity and financial reports
- Knowledge of services and resources available for crime victims statewide, or
- Knowledge of drug, gang, and violent crime enforcement resources statewide
- Proficient in the use of Microsoft office software products such as Word, Excel, Access, Outlook, PowerPoint
- Skilled communicator in both an oral and written context, and a skilled presenter to all levels of internal or external contact
- Ability to design and implement training on grant programs and new processes

- Ability to work with diverse stakeholders within and external to the agency
- Ability to interpret state and federal laws and administrative rules

The successful candidate will have a Bachelor's Degree from an accredited college or university in Business Administration, Criminal Justice Administration or a related field and/or requisite experience that would include four years of progressively responsible grant management experience with a regional, state or federal agency. The successful candidate must be a team player and participate fully in coordination efforts within the criminal justice system.

This position will require occasional overnight travel throughout Arizona to assist sub-grantees with grant processes and to conduct evaluations.